



# Washington Airport Management Association

Board Meeting Minutes  
April 16, 2015  
Conference Call Meeting

1. Call to Order – President Harvey. Meeting called to order at 1:02 PM
2. Roll Call – Secretary Field. Members present: Kandace, Ryan, Jennifer, Dave F., John, Deb, Rob. Others: Warren, Kelly Thompson
3. Presentation and Approval of the January meeting minutes – Secretary Field. Minutes of March 5, 2015 reviewed and approved, by motion and vote. Two minor changes required and made.
4. Presentation and approval of the Treasurer’s report – Treasurer Skoglund. Jennifer reviewed the February (briefly) and March reports. She reported for end of March: Conference income \$32,090; total income \$59,565. Assets, liabilities and equity at end of period: \$107,061. Cash on hand: \$98,367. Motion to approve by John, second by Ryan; Motion passed
5. President’s Report
  - a. WSAA Update. Kandace reported on the WSAA status as follows:
    - i. Objectives completed
    - ii. Web site nearly complete
    - iii. Current members listed, voting and non-voting
    - iv. Making great progress
  - b. Working feverishly on the conference. Agenda essentially complete
6. Executive Director’s Report – Warren
  - a. Warren had provided a report of his activities. They include
    - i. Conference committee support
    - ii. WSAA assistance – Warren’s efforts handed off to Tristan Atkins
    - iii. Airport visit – Paine Field
    - iv. Eatonville-Swanson issue – follow up, current status
  - b. Planned activities include conference preparation support and Operations Manual preparation.
7. Committee Reports.
  - a. Airport Committee – Rob Hodgman
    - i. Through-the Fence – Jamelle has been coordinating with the ACRP project. Committee will review ACRP and propose an approach for WAMA. To be reviewed and perhaps recommended to the membership.
  - b. Legislative Committee – Chair Sheehan
    - i. Task List update
      1. SB 5324/HB 1526 Update. Monitoring for potential threats
  - c. Membership Committee – Chair Field

- i. Task list updates (mixed membership and HR tasks)
  - 1. Operations manual – outline to be reviewed at the conference; detail to follow the conference; Meetings of the Executive Committee in June to develop the detail.
  - 2. Membership renewals – Dave and Kandace will meet to figure out how to coordinate the on-line and mail-in renewals.
  - 3. WAMA Award nomination status. No award nominations have been received. No award this year.
  - 4. Newsletter planned for the next few days. Any items?
- d. Scholarship Committee – Chair Hodgman
  - i. 2015 Scholarship/Internship application period closed; a small number of applications were received. They will be reviewed and winners will be announced at the conference. Discussed possible financial support for scholarship awardees to attend the conference,
- e. Conference/Education Committee – Chair Haakenson, Kelly Thompson
  - i. Task list updates
    - 1. WAMA Conference Planning/Status. Agenda complete
    - 2. 67 people registered for conference to date
    - 3. Sponsorship funding received to date just under \$20,000
    - 4. 2016 Conference Location – still considering a location west
- f. Finance Committee – Chair Skoglund. No report
- g. Human Resources Committee – Chair Field See above item 7.c.
  - i. Jeff Robb re honorary membership status; He is retired and eligible. Approval needs to be on membership meeting agenda
  - ii. Resolution vs. simple motion for recommending board action. This will be described in the operations manual – Intent is to “keep it simple” and not require use of resolution.
- h. Committee reports approved as presented by motion and vote.
- 8. New Action Items recap – E.D. Hendrickson. No new action items came up today.
- 9. Next Meeting Date – President Harvey. Next meeting set for May 7, 2015, 1:00. Emphasis is to be on the conference and awards, possibly legislative. Another meeting on May 20 at 9:00 in Spokane; Attend if possible – not required
- 10. Remarks for the good of the order. Ryan and others reviewed the recent FAA conference – networking opportunities were great.
- 11. Adjourn. Meeting adjourned at 2:16 PM

*Executive Officers, Board Members and Executive Director*

Kandace Harvey, President; Ryan Sheehan, Vice President; David Field, Secretary; Jennifer Skoglund, Treasurer  
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